

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 261-7083
Phone #: (608) 266-2112

Ship To: 1400 E. Washington Avenue
Madison, WI 53703
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **INTERNATIONAL CERTIFICATION AND RECIPROCITY CONSORTIUM (ICRC)** **EXAM REGISTRATION INFORMATION INSTRUCTIONS**

REGISTERING: Once the Department (DSPS) approves you for eligibility to take the ICRC exam, you will receive an email directly from the testing company (ISO Quality Testing). The email will provide you with complete instructions to register for the examination and will allow you the ability to choose your preferred date, time, and location. Once you successfully register with the testing company, you will be able to print your Admission Letter. The Admission Letter will provide you with the exact information that you will need for the day of testing. Please Note: Many testing sites are not open for business on Sundays.

CANDIDATE INFORMATION: On the testing day, you will be required to provide a government-issued photo ID and your Admission Letter. After you complete the exam, you will receive your preliminary scores. The preliminary scores will clearly state that they are not official until they are sent out by your local ICRC Member Board.

RESCHEDULE AND CANCELLATIONS: You may cancel or reschedule your examination by using the same information provided to you in the email from the testing company. If you cancel or reschedule your examination less than (5) five days prior to your scheduled time, it is a “No Show” and you will be charged the full testing fee. If you cancel or reschedule more than (5) five days before your scheduled time, you are only required to pay the \$25.00 cancellation/rescheduling fee.

LATENESS: Candidates are required to arrive on time for their scheduled examination date. Candidates, who arrive late, will forfeit their examination and will be required to pay the \$25.00 cancellation/rescheduling fee. The candidate will be required to contact the state board to reschedule the examination and pay the examination fee.

SPECIAL ACCOMMODATIONS: Candidates requesting a special accommodation for the Computer Based Testing (CBT) must submit their request in writing to the Department at least 45-days in advance of the scheduled testing date. No exceptions to this deadline will be made.